



Tolowa Dee-ni' Nation Position Description

Title: HELP Classroom Aide
FLSA: Non-exempt
Pay Grade: 3 (\$11.27 – \$15.91)
Subordinates: None

Department: Education
Status: Full Time
Supervisor: Education Coordinator
Grant Funded: Partial

Position Summary:

Under the general supervision of the Teacher, the Howonquet (Xaa-wan'-k'wvt) Early Learning Program, (HELP) Classroom Aide will provide support through classroom and playground supervision of children, preparation of materials for learning activities, participate and guide children's learning activities. Assist in providing a safe and sanitary environment for every child. The Classroom Aide will participate in regular communication with staff concerning children and with parents/guardians as directed by the Teacher.

Essential Duties and Responsibilities:

1. Assist in daily health checks of children.
2. Assist in classroom, fieldtrips, meals, playground supervision and emergency drills.
3. Routinely documents and communicates observations and progress with program staff.
4. Helps promote communication, play and socialization between classmates.
5. Performs required caregiver activities for children as necessary (i.e. feeding, toileting, dressing, etc.).
6. Works with classroom staff to develop behavior plans for children as necessary.
7. Implements behavior management techniques and monitors progress and effectiveness as directed by the Teacher.
8. Adapts planned activities, materials and equipment to facilitate participation by special needs children as needed.
9. Provides a safe environment and supervision of all children.
10. Assists staff in implementing culturally and developmentally appropriate curriculum and individualized goals for the children to promote growth and learning in all developmental areas.
11. Encourage parental involvement into the program and maintain ongoing communication with parents/guardians in a professional and respectful manner, with confidentiality in mind.
12. Attends Tolowa Dee-ni' Wee-ya' class and applies it in the workplace.
13. Temporary or permanent duties and responsibilities may be added to or modified as deemed necessary.
14. Willing to support Tolowa language acquisition and development.
15. Other duties as assigned.

Supervisory Responsibilities:

None.

Minimum Qualifications:

1. High school diploma or GED. 1 year of experience working in a center or with groups of children ages 3-5 preferred.

2. Willingness to seek Early Childhood Education units preferred.
3. Desire to increase knowledge of normal child growth/development, parent child relationships and children.
4. Ability and knowledge to work with 3-5 year old children and meet Head Start standards of conduct and confidentiality.
5. Must submit to and pass a pre-employment drug and alcohol screen.
6. Position requires occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.
7. Hepatitis B series I, II, and III as required.
8. Criminal background fingerprint clearance.
9. Must submit to and pass a pre-employment drug and alcohol screen.
10. Must pass physical examination, including tuberculosis screening, on initial hire and annually.
11. Qualified American Indian Preference applies.

Preferred Knowledge:

Comprehensive knowledge of the history, culture and organization history of the Tolowa Dee-ni' Nation and the Tolowa people is preferred.

Language Skills:

Ability to read, analyze, and interpret technical manuals, and government regulations. Ability to write reports, ability to effectively present information and respond to questions, in group meetings.

Mathematical Skills:

Ability to work with mathematical concepts, ability to apply concept such as fractions, percentages, ratios, and pro-rations.

Reasoning Ability:

Ability to apply common sense understanding to carry out instructions furnished in written, oral, or diagram form. Ability to deal with problems involving several concrete variables in standardized situations.

Certificates, Licenses, Registrations:

1. Must possess and maintain a valid, State-issued driver's license, and be eligible for Tribal vehicle insurance.
2. CPR and First Aid certification.

Physical Demands:

While performing the duties of this job the employee is regularly required to sit, use hands and fingers, handle and feel. The employee is frequently required to stand, walk, and ascend and descend steps. The employee must regularly lift and/or move up to 30 pounds and occasionally lift and/move 50 pounds.

Position may require occasional overnight travel. Requires the ability to drive 7 hours within a 24 hour period.

Vision Requirements:

- 1. Close vision (clear vision at 20 inches or less).
- 2. Distance vision (clear vision at 20 feet or more).
- 3. Color vision (ability to identify and distinguish color).

Work Environment:

The work environment temperature can fluctuate between 50-80 degrees Fahrenheit due to open doors and windows. The job will require inside and outside activities on a daily basis. There are many distractions and the noise level does escalate during physical activity times. Environment can be chaotic due to sheer numbers of children and families in close proximity.

Additional Employment Conditions:

All Tolowa Dee-ni' Nation employees must submit to a background check and abide by all Tribal, federal, and state laws. All employees must comply with Tolowa Dee-ni' Nation drug free workplace policy and will be subject to pre-employment, for-cause, and post-accident drug and alcohol testing.

Section 408 of the Indian Child Protection and Family Violence Prevention Act of 1990 (Public Law 101-630) requires an investigation of the character of each individual who is employed, or is being considered for employment, in a position with duties and responsibilities that involve regular contact with or control over Indian children. A criminal history investigation will be performed and the applicant must meet the minimum standards of the Act.

In compliance with TDN laws and policies, the applicant must be in good standing with TDN and its entities. Past employment will also be taken into consideration.

Acknowledgment:

I have read this job description and fully understand the requirements set forth herein. I hereby accept this position and agree to abide by the requirements set forth and will perform all duties and responsibilities to the best of my ability.

Tolowa Dee-ni' Nation has reviewed this job description to ensure that essential functions and basic duties have been included. It is not intended to be construed as an exhaustive list of all function, responsibilities, skills and abilities. Additional functions and requirements may be assigned by Tolowa Dee-ni' Nation as deemed appropriate. I further understand that my employment is at-will and thereby understand that my employment can be terminated at-will by the facility or myself, and that such termination can be made with or without notice.

Employee's Signature: _____ **Date:** _____

Supervisor's Signature: _____ **Date:** _____